

**PARK COUNTY
POSITION DESCRIPTION**

I. POSITION IDENTIFICATION

Title: Operating Engineer

Work Unit: Road and Bridge Department

Supervisor: Road and Bridge Supervisor

Current Classification:

Pay Grade: 14 (\$11.50 – \$17.30)

Non - Exempt

II. ASSIGNED DUTIES AND TASKS

Position overview:

Position is responsible for the operation and maintenance of county roads and bridges.

Position is based in Gardiner, Montana.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. ROAD & BRIDGE

1. Carries out all directions of Road Supervisor in a timely manner.
2. Operates equipment such as, but not limited to, trucks, snowplows, dozers, backhoes, front-end loaders, sanders, asphalt equipment, graders and/or other equipment. Operates cutting and welding equipment and performs road signing.
3. Is aware of and follows county policies and obeys safety regulations.
4. Recommends measures to improve production, equipment performance, and quality of work.
5. Suggests changes in working conditions and use of equipment to increase efficiency of work.
6. Maintains time and equipment logs.
7. Conducts required pre-checks on all equipment and documents as required.
8. Completes forms, permits, and other requests as required.
9. Performs manual labor such as shoveling and patching.

B. OTHER DUTIES AS ASSIGNED

1. Performs other duties as requested by supervisor.

III. KNOWLEDGE

Must have ability to read and comprehend simple instructions, short correspondence and memos. Must have ability to write simple correspondence. Must have ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply and divide numbers needed. Must have ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations needed.

Education and Experience

Must have one to two years' related experience and/or training, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Commercial Driver's License Class A, Type 1

IV. ACCOUNTABILITY

This position makes decisions regarding the road and bridge operations and services of the Road Department. Work requires the interpretation and application of road laws in accordance with Park County policies and applicable laws. Actions and services provided have a direct impact on the financial integrity of the County as a whole. Work is covered by established guidelines, and policy manuals are available.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policies and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Road and Bridge Supervisor and/or Assistant Road and Bridge Supervisor.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding roads and bridges.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands or arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and taste or smell. The employee is regularly required to talk or hear.

The employee must occasionally lift and/or move up to 100 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

Applicants must be willing to authorize and pass a pre-employment criminal background and/or credit check to apply.